



Printing Instructions

Follow these simple instructions for printing on Squash U Invitations using Microsoft Word:

- Measure width and height of card.
- Go to File, Page Set-up and click on the Paper Tab.
- Use the measurements to set the paper width and height.
- Click on Margins Tab.
- Measure the desired amount of margin on the card and enter values for top, bottom, left and right margins. Leave enough room in the margins to accommodate the card design.
- Click OK.
- Type your invitation information. To center horizontally on the card, click on the Center icon on the tool bar.
- Choose a type style from the Font drop down list on the tool bar. Choose a Font Size from the drop down list on the tool bar.
- **Print a practice invitation on scrap paper cut to the same size as the cards. Place sample paper over the invitation card and hold up to a light to check printing placement.**
- Make any necessary changes to printing placement. Continue to print practice invitations on scrap paper until printing placement is accurate.
- If you are using a laser printer- print cards by manually feeding them into your printer. We recommend that you remove all paper from all trays in your printer and hand feed each item into the printer separately to help you avoid a paper jam.
- If you are using an Ink Jet- print them all at once.